



**COMPANY DESCRIPTION:** H2H Blinds is one of the largest providers of window blind installation services serving the new construction industry in the Southeast. Our current customer base includes over 80 builders, including most of the Top 25 Homebuilders in metro-Atlanta.

**JOB FUNCTION:** **The Accounts Receivable Clerk** will be responsible for accounts receivable activities which include processing and posting payments received mostly by check and EFT, and may include others by credit card, and/or online. This position also includes the preparation of deposits. The position is responsible for the accuracy and timeliness of the receivables and must maintain internal controls consistent with standard operating procedures.

**DUTIES & RESPONSIBILITIES:**

- Serve as direct contact and key resource for all accounts receivable related activities
- Perform day-to-day financial transactions including verifying, classifying, posting and recording accounts receivable data.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Utilize customer PO system to appropriately identify and match check or deposit to individual invoices
- Monitor incoming payments and secure revenue by verifying and posting receipts in JobCORE
- Generate financial statements and reports detailing accounts receivable status
- Administer customer account notifications and collections
- Verify and resolve any discrepancies in receivables
- Perform all other duties as assigned

**ABILITIES & REQUIREMENTS:**

- Motivated individual who can work autonomously and/or as part of a team in a fast-paced environment
- Excellent communication and interpersonal skills
- Exceptional with verbal and written professional correspondence via phone and email
- Consistently represent and display a standard of professionalism in all interactions with managers, co-workers, direct reports, customers, and suppliers.

**EDUCATION AND EXPERIENCE:**

- High school diploma or a G.E.D Certificate.
- Proficient in MS Excel, MS Word, MS Outlook
- Familiarity with new home construction or the building industry a plus

All offers for employment are contingent upon favorable drug test and background check results.

Job Type: Full-time

Pay: \$15.00 - \$20.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Physical Setting:

- Office

Schedule:

- Monday to Friday

Education:

- High school or equivalent (Preferred)

Experience:

- Accounting: 3 years (Preferred)
- Accounts Receivable: 3 years (Preferred)

Work Location:

- One location

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Autonomous/Independent -- enjoys working with little direction

This Job Is:

- A job for which military experienced candidates are encouraged to apply

Duties:

- Developing, implementing, and maintaining A/R accounting policies and procedures

- Responding to customer questions and resolving issues
- Clerical functions such as billing, estimates, monthly statements, etc.
- Treasury functions such as bank deposits, manual wire payments, and credit card transactions
- Collecting customer payments in accordance with payment due dates
- Making collection calls on outstanding accounts

Benefit Conditions:

- Waiting period may apply

Work Remotely:

- No

COVID-19 Precaution(s):

- Sanitizing, disinfecting, or cleaning procedures in place